

Subcontractor Acknowledgment

Project –

On the date indicated below, I attended a preconstruction conference as an authorized representative of

Subcontractor

At said preconstruction conference the Federal Labor Standards Provisions were explained, and copies of the following were provided:

1. Federal Labor Standards Provisions (Includes Davis Bacon, Contract Work Hours and Safety Standards Act, Copeland Act (Anti-Kickback Act), and Fair Labor Standards Act)
2. Wage Decision No. _____ (To be posted on site)
3. Employee's Letter
4. Sample Payrolls (How to Complete Payroll Forms)
5. Pre-construction Checklist
6. Instructions for Preparation of Statement of Compliance
7. Assurance of Compliance with Section 3
8. Payroll Form (WH347)
9. Statement of Compliance (WH348)
10. Contractor's Certification or Subcontractor's Certification
11. Certification Regarding Lobbying
12. Notice to Employees Poster (Contractor Only - to be posted on construction site)
13. Job Safety and Health Poster (Contractor Only - to be posted on construction site)
14. Certification of MBE payment
15. Section 3 Compliance Forms Packet **(Contracts Over – Prime \$100,000, Sub \$100,000)**
16. Contractor/Subcontractor Checklist
17. Grants Administration shall be notified immediately if the contractor or one of it's subcontractors has a work classification being performed on this project that is not listed in the Wage Decision shown above. ____

I understand the Federal Labor Standards Provisions and agree that _____

Subcontractor

will fulfill its responsibilities thereunder.

Representative of Subcontractor

Federal Tax I.D. Number

Date

INSERT
For this Project

FEDERAL LABOR STANDARDS
(Provided by HUD with Wage Decision)

&

WAGE DECISION
(Provided By HUD)

To Employees of: _____
(Company Name)

Working on:

This project is funded with federal funds provided to the City of Wichita. As such, certain federal requirements apply. There is a federal wage decision No.

_____ that applies to this project and you are to be paid no less than the rate indicated for the particular job you do on the project.

Your employer is obligated to inform you of your work classification and duties on this job. It is permissible to work in more than one job classification on this job and you are to be paid the highest rate applicable to any one day unless separate time records are kept showing the time worked and pay rate in each classification, and such records are reflected in preparing the payroll. This does not include incidental work in other classifications. It does, however, mean that if you are classified and paid as a laborer for example, and you drive a truck, finish concrete or operate power equipment, you are to be paid the wage rate applicable to that classification.

Additionally, you are entitled to time and a half pay over 40 hours a week on this job alone. No deduction may be made from your pay except those authorized by law, or approved by you.

Your employer submits weekly payrolls to this office and you may be contacted/interviewed to verify the payroll information. Such information is confidential and can only be released in very specific circumstances. You are urged to retain payroll slips or stubs that can be examined in case questions arise regarding wages and hours worked on this job.

If you have any questions at all about wages on this job, you should contact **Marty Miller, Grants Coordinator**, Controller's Office - CDBG, City of Wichita, 12th Floor, City Hall, 455 N. Main, (316) 268-4367.

Marty Miller
Grants Coordinator

GO TO

How to Complete Payroll Forms

PRECONSTRUCTION CHECKLIST FOR CONTRACTORS: MEETING LABOR STANDARDS CONTRACT REQUIREMENTS

- I. INTRODUCTION. The following checklist has been prepared to assist contractors and subcontractors in meeting contractual labor standards responsibilities. All major administrative and procedural activities have been covered in the sequence they will occur as the construction project proceeds. Careful attention to and use of the checklist should result in a minimum of problems with respect to labor standards.
- II. EXPLANATORY NOTES. The word “employer” as used below refers to the project contractor, each subcontractor, or each lower-tiered subcontractor. Payrolls and other documentary evidence of compliance (Marked with (asterisk) are required to be sent to the recipient for review (all to be submitted through the project contractor). The delivery procedure is as follows:
- A. Each lower-tier subcontractor, after careful review, submits required documents to the respective subcontractor.
 - B. Each subcontractor, after checking his own and those of each lower-tier subcontractor he may have, submits required documents to the contractor.
 - C. The contractor, after reviewing all payrolls and other documentation, including his own, and correcting violations where necessary, submits all the recipient.

All employers should check each of the following statements as being true. If any statement is not true, the contractor or his representative should contact the recipient for special guidance.

III. BEFORE CONSTRUCTION BEGINS EACH EMPLOYER HAS:

- ☐ A. Not been debarred or otherwise made ineligible to participate in any federal or federally-assisted project.
- ☐ B. Received appropriate contract provisions covering labor standards requirements.
- ☐ C. Reviewed and understands all labor standards contract provisions.
- ☐ D. Received the wage decision as part of the contract.
- ☐ E. Requested through the recipient and received the minimum wage for each classification to be worked on the project which was not included on the wage decision by the additional classification process and before allowing any such trade(s) to work on the project.
- ☐ F. Requested and received certification of his apprentice program from the State’s Bureau of Apprenticeship and Training (recognized by USBAT) and submitted copy thereof to the recipient prior to employment on the project. Likewise, “trainee” applicable, must be submitted.

IV. AT CONSTRUCTION START THE CONTRACTOR HAS:

- ☐ A. Notified recipient of construction start date in writing.
- ☐ B. Has placed each of the following on a bulletin board prominently located on the project site which can be seen easily by the workers (and replaced if lost or unreadable any time during construction):
 - Wage Decision

PRECONSTRUCTION CHECKLIST

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Notice to Employees (WH 1321)

Safety and Health Protection on the Job (DOL)

- ___ C. Before assigning each project worker to work, has obtained worker's name, best mailing address, and Social Security Number (for payroll purposes).
- ___ D. Has obtained a copy of each apprentice's certificate with the apprentice's registration number and his year of apprenticeship from the State BAT.
- ___ E. Has informed each worker of:
 - ___ 1. His work classification (journeyman or job title) as it will appear on the payroll.
 - ___ 2. His duties of work.
 - ___ 3. The U.S. Department of Labor's requirement on this project that he is either a journeyman, apprentice, or laborer -
 - ___ If journeyman, he is to be paid journeyman's minimum wage rate or more;
 - ___ If apprentice, he is to be paid not less than the apprentice's rate for the trade based on his year of apprenticeship; or
 - ___ If laborer, he is to do laborer's work only - not use any tool or tools of the trade - and not perform any part of a journeyman's work - and is to be paid the laborer's minimum wage rate or more.
- ___ F. Understands the requirements that each laborer or mechanic who performs work on the project in more than one classification within the same work week shall be classified and paid at the highest wage rate applicable to any of the work which he performs unless the following requirements are met:
 - ___ 1. Accurate daily time records shall be maintained. These records must show the time worked in each classification and the rate of pay for each classification, and must be signed by the workman.
 - ___ 2. The payroll shall show the hours worked in each classification and the wage rate paid for each classification.
 - ___ 3. The payroll shall be signed by the workmen or a signed copy of the daily time record shall be attached thereto.
- ___ G. Has informed each worker of his hourly wages (not less than the minimum wage rate for his work which is stated in the Wage Decision).
 - ___ 1. Time and a half for all work over 40 hours any work week (see Contract Work Hours Safety Standards Act).
 - ___ 2. Fringe benefits, if any (see Wage Decision for any required) Note: Fringe benefits that also include a percentage (example \$1.10 + 3%) means you have to add 3% times the base rate to the fringe amount to get the total fringe benefit.
 - ___ 3. Deductions from his pay.
- ___ H. Has informed each worker that he is subject to being interviewed on the job by the recipient or a HUD, Department of Labor, or other U.S. Government Inspector, to confirm that his employer is complying with all labor requirements.
- ___ I. Has informed each journeyman and each apprentice that a journeyman must be on the job at all times when an apprentice is working.

V. DURING CONSTRUCTION

- ___ A. Each employer:
 - ___ 1. Has not selected, assigned, paid different pay rates to, transferred, upgraded, demoted, laid off, nor dismissed any project worker because of race, color, religion, sex, or national origin.
 - ___ 2. Has employed all registered apprentices referred to him through normal channels up to the applicable ratio of apprentices to journeyman in each trade used by the employer.

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- ___ 3. Will maintain basic employment records accessible to inspection by the recipient or U.S. Government representatives.
- ___ 4. Is complying with all health and safety standards.

- ___ 5. Has paid all workers weekly.
- ___ 6. Has submitted weekly payrolls.
- ___ a. Prepared on recommended Form WH-347:

Available from:

Superintendent of Documents
Government Printing Office
Washington, D.C. 20402

Contractors who wish to purchase the forms shall be urged to enter their orders promptly because the Superintendent of Documents takes six weeks to fill orders. It is permissible for contractors to reproduce the forms if the wish.

Some employers place all project workers on Payroll Form WH-347. The recipient does not review those project workers listed on the payroll who perform work which is descriptive of any of the following job titles from labor requirements:

Project superintendent
Project engineer
___ Supervisory foreman (less than 20% of time as a working foreman)
Messenger
Clerical workers
Timekeepers
Payroll clerks
Bookkeepers

Any alternate payroll form used should be cleared with HUD before employer starts work on the project. A project payroll printout by computer, for example, is acceptable provided all data shown and required on the front and back of Payroll Form WH-347 is on, or included with the payroll submitted to recipient.

- b. Front Page of Payroll (Form WH-347)

Heading (6 blocks of information)

- ___ 1. Name of Employer. Name of employer is stated, showing whether contractor or subcontractor.
- ___ 2. Address. Street address or P.O. Box, City, State, and Zip Code of Employer is stated.
- ___ 3. Payroll Number. Each weekly payroll is numbered in sequential order (starting with Payroll No. "1").
___ If employer's workers perform no physical work on the project during work week, he has to submit a "No Work" letter for that work week or submit a blank payroll, numbered in sequence, with the information at the top filled out..i.e. name & address of contractor, payroll number, for week ending, project and location and project or contract number.
___ Payroll of employer's final work week on the project (completion of his work) is marked "Final".
- ___ 4. For Week Ending. The last date of the work week is stated in this "block".
- ___ 5. Project and Location. Name of project and city in which located is stated.
- ___ 6. Column 1 - Worker's Name, as it appears on his paycheck, is stated.
___ Worker's best mailing address and social security number is stated on

PRECONSTRUCTION CHECKLIST

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Payroll number 1 or the payroll on which his name first appears.

If worker changes his residential address while working on the project, his new address is stated on the next applicable payroll.

If any two or more workers have the same name, their social security numbers are included on the payroll to note separate identification.

7. Column 2 - No. of Withholding Exemptions is for employer's convenience - not required by HUD to be completed.

8. Column 3 - The Work Classification (job title) for the worker is included in the Wage Decision and denoted the work that worker actually performed. Note: If the applicable classification is not included in the Wage Decision, the contractor should call the recipient immediately, and request classification by Additional Classification.

Apprentice. If worker is an apprentice, his State BAT registration number and year of apprenticeship is included in this column the first time the apprentice's name appears on the payroll.

Split Classification. If worker has performed more than one class of work during the work week, such as carpenter and laborer, the division of work will be shown on separate lines of the payroll.

Accurate daily time records show the exact hours of work performed daily in each class of work, and are signed by the by the affected workman.

Each class of work he performed is stated in Column 3 in separate "blocks".

His name is repeated in corresponding "blocks" in Column 1.

His name is repeated in corresponding "blocks" in Column 1.

The breakdown of hours worked daily under each work classification is stated in Column 4, and total for week in Column 5.

The applicable wage rate for each classification of work is stated in Column 6.

The payroll is signed by the workman in the related "blocks" or a signed copy of the daily time records are attached to the payroll.

If the above is not done, the worker is paid at least the highest minimum wage rate of all of the classes of work performed for all hours worked.

Notes:

Average Pay of Two Classes of Work Not Accepted. The employer shall not pay a "semi-journeyman" or semi-skilled laborer the average of journeyman's and laborer's rates. The actual hours each worker uses tools of trade (journeyman) and each hour he does not use tools of the trade (laborer) must be recorded in separate "blocks" in Column 3 of the payroll.

Helper. The work classification of "helper" is not accepted by the Department of HUD, unless included in the Wage Decision issued by the Secretary of Labor for the project. Any employee listed as "helper" in absence of such classification in Wage Decision must be paid the journeyman's rate for hours he uses tools of the trade.

9. Column 4 - Hours Worked, Each Day and Date for work week are stated. Overtime Hours ("O"), if any are stated separately from straight hours ("S") for over 40 hours in any work week.
10. Column 5 - Total Hours worked during the work week are stated (the sum of subcolumns in Column 4) - straight and overtime hours recorded separately.
11. Column 6 - Rate of Pay, not less than the (see Wage Decision) is stated. The Overtime Rate of Pay is not less than 1 ½ times the worker's basic

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straight hourly rate of pay (see Contract Work Hours Safety Standards Act).
Apprentices. If a copy of the apprentice's registration certificate from the State BAT has not been submitted to recipient by employer (through contractor), apprentice must be paid journeyman's rate.

Piece Worker. Piece work must be stated in Column 6 at an hourly rate, the gross pay divided by the total number of hours worked on the project during the work week.

12. Column 7 - Gross Amount Earned equals straight hours shown in Column 5 times straight rate of pay shown in Column 6, plus overtime hours (if any) shown in Column 5 times overtime rate of pay shown in Column 6.
13. Column 8 - Deductions. Each deduction made is required by law, Voluntarily authorized by the worker in writing before the work week began, or,
Provided in a bargaining agreement to be deducted from the respective worker's pay.
14. Column 9 - Net Wages stated are Column 7 minus total deductions shown in Column 8.

c. Back of Payroll (Form WH347)

1. Each employer has:

Completed all blank spaces and understands the penalties for falsification.

Checked Item 4 if fringe benefits are included in the Wage Decision for any of his workers -

4 (a) if fringe benefits are paid to approved fund(s), or

4 (b) paid directly to each affected worker (paid in cash) - included in paycheck for the work week - his paycheck representing at least the pay of the applicable minimum wage rate plus the amount of required fringe benefits.

Manually signed the payroll in the block marked signature, and stated his title.

The person who signed the payroll is the employer or an official of the employer who legally is authorized to act for the employer.

d. Weekly Payroll Review. Each employer has promptly:

Reviewed the weekly payroll for compliance with all labor requirements (using this checklist) and made necessary corrections.

Each lower-tier subcontractor has submitted his weekly payroll or "no work" letter to the respective subcontractor for the subcontractor to have received within 3 calendar days from the last date of the work week.

Each Subcontractor has received a payroll or "no work" letter from each of his lower-tier subcontractors, reviewed each and his own payroll, required necessary corrections, and submitted all of such payrolls to the contractor to have received within 5 calendar days from the last date of the work week.

Contractor has received a payroll or "no work" letter from each subcontractor and each lower-tier subcontractor, monitored each including his own payroll, required necessary corrections, and collectively submitted them to the recipient within 7 work days of the last date of the respective work week.

VI. AFTER PROJECT COMPLETION

Each employer will keep all weekly payrolls on the project for 3 years after the project completions date.

INSTRUCTIONS FOR PREPARATION OF STATEMENT OF COMPLIANCE

This statement of compliance meets needs resulting from the amendment of the Davis-Bacon Act to include fringe benefits provisions. Under this amended law, the contractor is required to pay fringe benefits as predetermined by the Department of Labor, in addition to payment of minimum rates. The contractor's obligation to pay fringe benefits may be met by payment of the fringes to the various plans, funds, or programs or by making these payments to the employees as cash in lieu of fringes.

The contractor should show on the face of his payroll all monies paid to the employees whether as basic rates or as cash in lieu of fringes. The contractor shall represent in the statement of compliance that he is paying to others fringes required by the contract and not paid as cash in lieu of fringes. Detailed instructions follow:

Contractors who pay all required fringe benefits:

A contractor who pays fringe benefits to approved plans, funds, or programs in amounts not less than were determined in the applicable wage decision of the Secretary of Labor shall continue to show on the face of his payroll the basic cash hourly rate and overtime rate paid to his employees, just as he has always done. Such a contractor shall check paragraph 4(a) of the statement to indicate that he is also paying to approved plans, funds, or programs not less than the amount predetermined as fringe benefits for each craft. Any exception shall be noted in Section 4(c).

Contractors who pay no fringe benefits:

A contractor who pays no fringe benefits shall pay to the employee and insert in the straight time hourly rate column of his payroll an amount not less than the predetermined rate for each classification plus the amount of fringe benefits determined for each classification in the applicable wage decision. Inasmuch as it is not necessary to pay time and a half on cash paid in lieu of fringes, the overtime rate shall be not less than the sum of the basic predetermined rate, plus the half time premium on the basic or regular rate plus the required cash in lieu of fringes at the straight time rate. To simplify computation of overtime, it is suggested that the straight time basic rate and cash in lieu of fringes be separately stated in the hourly rate column, thus \$3.25/.40. In addition, the contractor shall check paragraph 4(b) of the statement to indicate that he is paying fringe benefits in cash directly to his employees. Any exceptions shall be noted in Section 4(c).

Use of Section 4(c), Exceptions

Any contractor who is making payment to approved plans, funds, or programs in amounts less than the wage determination requires is obliged to pay the deficiency directly to the employees as cash in lieu of fringes. Any exceptions to Section 4(a) or 4(b), whichever the contractor may check, shall be entered in Section 4(c). Enter in the Exception column the craft, and enter in the Explanation column the hourly amount paid the employees as cash in lieu of fringes, and the hourly amount paid to plans, funds, or programs as fringes.

SECTION 3 CLAUSE
EMPLOYMENT OPPORTUNITIES FOR BUSINESSES AND
LOWER INCOME PERSONS IN CONNECTION WITH ASSISTED PROJECTS

A. General. Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701 u., and Sec. 7 (d), Department of HUD Act, 42 U.S.C. 3535 (d) is applicable to all projects assisted by any Department program in which loans, grants, subsidies or other financial assistance, including community development block grants under the Act are provided in aid of housing, urban planning, development, redevelopment or renewal, public or community facilities and new community developments.

B. Assurance of Compliance.

1. The work to be performed under this contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that, to the greatest extent feasible, opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.

2. The parties to this contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.

3. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers' representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

4. The contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for or recipient of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development 24 CFR 135. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

SECTION 3 CLAUSE

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5. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of the contract, shall be a condition of the Federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors, and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors, and assigns to those sanctions specified by the grant or loan agreement or contract through which Federal assistance is provided, and to such sanctions as are specified by 24 CFR 135.
6. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.
7. Noncompliance with HUD's regulations at 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
8. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires to the greatest extent feasible (I) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7 (b).

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1. SECTION 3 FORMS IF SUBCONTRACTOR'S CONTRACT IS OVER \$100,000.
2. PAYROLL FORM - WH347 & STATEMENT OF COMPLIANCE FORM - WH348
3. SUBCONTRACTOR'S CERTIFICATION FORM

CERTIFICATION REGARDING LOBBYING

The successful bidder certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid by or on behalf of the bidder, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, Standard Form-LLL, "Disclosure For to Report Lobbying", shall be completed and submitted in accordance with its instructions; and
3. The language of this certification shall be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Company

Signature

Date

Name and Title of Signer (Please Print or Type)

Contractor/Subcontractor Checklist

1. The Contractor and Subcontractor Certification forms provided in the packet must be filled out and turned in before construction starts.
2. The general contractor is responsible for subcontractor compliance with federal labor standards provisions and required submittals.
3. The contractor shall notify Grants Coordination (268-4367) of the construction start date.
4. Time on the job for each contractor/subcontractor is to be accounted for from initial work on the job until work is finished.
 - a. Weekly payrolls are to be submitted within one week after completion of the work week.
 - b. The first payroll for a contractor/subcontractor (when work starts) is to be marked Payroll No. 1 in the box provided on the payroll form. Each week, thereafter, a payroll form is to be submitted, and numbered in sequence from the previous payroll. If there is no work during a work week after work is first begun, a payroll may be submitted with the top portion completed, and the notation in large letters across the lower part of the form of "No Work This Week".
 - c. An employee's address and social security number is to be shown on the first payroll.
 - d. The contractor/subcontractor Federal Tax Identification number is to shown in the upper left hand corner of the first payroll.
5. Payrolls are to be signed in ink by the owner or an officer of the firm shown on the completed Contractor/Subcontractor Certification form. Someone else may sign the Statement of Compliance only if the owner or an officer of the company provides written authorization to Grants Coordination, Controller's Office, 12th Floor, City Hall, 455 North Main, Wichita, KS 67202.
 - a. Only one copy of the payroll is required to be submitted.
 - b. All payrolls are to be submitted through the prime contractor.
6. If an apprentice is included on a payroll, written evidence is to be submitted that they are individually registered in a bona fide apprenticeship program registered with the Department of Labor (DOL) or State Apprenticeship Agency recognized by the DOL. Local union certification will not suffice. Written evidence is to be submitted to Grants Coordination.
7. If fringe benefits are part of the wage decision, the Statement of Compliance must indicate whether fringe benefits are paid to an approved plan or program, or paid in cash. See instructions provided in the pre-construction conference packet regarding how to complete the Statement of Compliance. Call Grants Coordination (268-4367) if you have questions about eligible fringe benefits, or how to calculate.
8. A working contractor with no employees must show name, address, social security number, hours worked and job classification on the payroll. Note that you are a "Self-Employed Owner".
9. Work normally paid as "piece work" such as fencing and carpet layers, must be translated to a per hour rate and shown as an hourly rate on the payroll.